

*Establishment
requested
9 July 1954*

STATEMENT OF PURPOSE, ACCOMPLISHMENTS AND PROGRAM OUTLOOK

Career Service Staff

1. STATEMENT OF PURPOSE

25X1A The Career Service Staff is responsible for directing and coordinating the implementation of Agency policies in regard to acquiring and retaining membership in the Career Staff; for providing administrative and specialized professional support to the Assistant Director for Personnel in his capacity as Chairman of the CIA Career Council and as Chairman of the CIA Selection Board; for supporting the Assistant Director for Personnel in his responsibility for directing the selection program established [redacted] for coordinating the determination of criteria for the evaluation of abilities, capabilities and deficiencies in order to determine an individual's suitability for selection into the Career Staff; and for providing administrative support to the CIA Honor Awards Board and such other Agency-wide boards and panels as are constituted under the aegis of the CIA Career Council. The Chief, Career Service Staff, will concurrently serve as Executive Director of the CIA Selection Board.

2. STATEMENT OF ACCOMPLISHMENTS

25X1A a. Establishment of this Staff was requested 9 July 1954, the need for it having become apparent in April 1954 when responsibilities for planning and activating the Career Staff and for providing Secretariat support to the several Agency-wide Boards and organs concerned with career service were separated from the former Plans, Research and Development Staff and assigned to the Special Assistant for Career Service. With the approval as of 1 July 1954 of Agency Regulations on the Career Staff [redacted] and on the Career Council and the Career Services [redacted] it became desirable to formally organize the supporting activities.

25X1A b. Activities which led to the creation of the Career Staff on 1 July were previously carried out by the Career Development Staff (October 1951 to July 1953), the Plans, Research and Development Staff (August 1953 to March 1954) and the Special Assistant for Career Service (April 1954 to date).

c. On 7 April 1954 the Special Assistant for Career Service became responsible to the Assistant Director for Personnel for the preparation of the final planning of the CIA Career Service Board, prior to its reorganization as of 1 July, as the CIA Career Council under the chairmanship of the Assistant Director for Personnel.

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d. This planning included organization and chairmanship of Task Forces to make final recommendations to the CIA Career Service Board on certain policies and procedures essential to a well-founded program. These Task Forces, listed below, completed their work by 1 July and their reports were incorporated in regulations, procedures and notices, activating the new program.

- (1) Task Force on Promotion
- (2) Task Force on The CIA Career Service
- (3) Task Force on Evaluation
- (4) Task Force on Career Development of Junior Personnel
- (5) Task Force on Overseas Rotation Planning
- (6) Task Force on Responsibilities of Component Career Service Boards

e. Preliminary plans were made and approved for a Career Service Conference to be held in the Department of Agriculture Auditorium for upwards of 600 executives, administrators, line and staff officials and senior supervisors. At this conference, the Director of Central Intelligence, the Deputy Director of Central Intelligence and the CIA Career Council (consisting of the Assistant Director for Personnel, the Inspector General, the Deputy Directors for Plans, Administration, and Intelligence, the Director of Training and the Assistant Director for Communications) will discuss the new personnel management policies and procedures.

3. STATEMENT OF PROGRAM OUTLOOK

a. The Staff is planning and preparing the details for the Agency-wide Career Service Conference on 3 August, when the Director, the Deputy Director and the Career Council discuss with all headquarters' executives and senior supervisors the revised personnel management and career program of the Agency.

b. The Staff is planning the procedures and controls under which all staff employees and staff agents who are eligible to apply for membership in the Career Staff will be individually screened, examined and selected into the Career Staff.

c. The Staff will be responsible for supporting the Examining Panels that will be convened each day for the purpose of acting on applications for membership in the Career Staff. The Chief of the Staff, as Executive Director of the CIA Selection Board, will serve as Chairman of each Panel. The applications are expected to number some 8,000 during the coming fiscal year.

d. The Staff will formulate and coordinate for the approval of the CIA Selection Board criteria of suitability for membership in the Career Staff.

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e. The Staff will provide secretariat support (arrangements, agenda, minutes, etc.) for the CIA Career Council, the CIA Selection Board, the Examining Panels and the Honor Awards Board.